

S E C R E T

2 February 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 2 February 19841. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Ames, Key, and Chamber of Commerce Parking: On 30 January 1984, Chief, Real Estate Branch, Real Estate and Construction Division, OL, met with Mr. William Jenkins, Director of Real Estate Division, General Services Administration (GSA), to request their assistance in arranging a meeting between our representative and the building owners to discuss measures to improve security controls at these buildings. GSA holds the leases on the Agency-occupied spaces in these buildings. Mr. Jenkins was very sensitive to our concern and has agreed to arrange the meeting as soon as possible.

b. New Building Project Office: Effective 1 February 1984, The New Building Project Office was relocated to room 3E-40, Headquarters. The black line telephone numbers and the secure line telephone numbers remain unchanged.

S E C R E T

S E C R E T

25X1 SUBJECT: Report of Significant Logistics Activities
for Period Ending 2 February 1984 []

25X1 d. Field Administration Course: The logistical portion of
25X1 the Field Administration Course was held []
25X1 [] 23 through 30 January 1984. []

25X1 f. Support to Printing and Photography Division (P&PD), OL:
On the evening of 27 January 1984, the Chief of the Freight Traffic
25X1 Branch, [] Depot, OL, picked up a replacement part from the
Baltimore-Washington International Airport for a P&PD press which
was broken. Prior arrangements had been made to fly this part
in from Frankfurt, Germany, on an emergency basis and senior
25X1 customs officials were contacted in advance to ensure that there
25X1 were no problems in retrieving the part at the airport. The
press was repaired on 29 January 1984. []

25X1 h. Equipment Disposal: On 25 January, a miscellaneous
assortment of typewriters and office machines were delivered to
the Sales Center, GSA, Building A. Also on the same date, a
25X1 trailer load of miscellaneous electronic equipment was picked up
from the [] facility for delivery to GSA, Building A.
The total value of all property turned over to GSA was \$553,864,
25X1 which was one of the highest disposal actions in the past two
25X1 years. []

S E C R E T

S E C R E T

25X1 SUBJECT: Report of Significant Logistics Activities
for Period Ending 2 February 1984 []

25X1 j. Quality of Life: All orders for improvements for the Office of Medical Services have now been processed. A Request for Proposal for the wallcovering has been sent to five contractors. Carpet has been ordered, and the order for modular seating and tables is in Procurement Division, OL. []

25X1 k. Hydraulic Barricades: The Architectural Design Staff, OL, has received from the Office of Security drawings of the proposed locations of sensor loops for the hydraulic barricades. []

25X1 l. The Congressional Budget Justification Books: The printing of the Congressional Budget Justification Books was completed on 1 February 1984. []

25X1 3. Significant Events Anticipated During the Coming Week:
[]

77 Daniel C. King 0

S E C R E T